# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Curriculum Planning and Budgeting

FROM: OTE/ADC
1025 C of C

EXTENSION

NO

STAT

DATE   8 July 1985

| TO: (Officer designation, room number, and building) | DATE | | OFFICER'S INITIALS | COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.) |
|---|---|---|---|---|
| | RECEIVED | FORWARDED | | |
| 1. D/OTE<br>DD/OTE<br>EXO/OTE | | | | I have talked with most of you about the attached. This will be scheduled for the 25 July curriculum session. |
| 2. C/Plans Group | | | | |
| 3. C/CBTG | | | | |
| 4. C/MPG | | | | |
| 5. C/AD | | | | |
| 6. C/TSD | | | | |
| 7. C/LTD | | | | |
| 8. C/MATD | | | | |
| 9. C/ITD | | | | |
| 10. C/ISTD | | | | |
| 11. C/CTD | | | | |
| 12. C/WOTS | | | | |
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| 14. | | | | STAT |
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FORM  610  USE PREVIOUS EDITIONS
1-79

GPO : 1983 O - 411-632

24 June 1985

MEMORANDUM FOR: OTE Operating Components

FROM: STAT

Assistant Director of Training for Curriculum

SUBJECT: Planning and Budgets for FY 1986, 1987, and Five Years Out

1. The budget and planning process begins this summer. One of the principles we discussed and agreed to was that curriculum should drive resources.

2. In this vein, I would like to see us engage in a more rigorous planning process for the near and long term.

3. First, I would like to think about us developing realistic five-year goals for each operating unit and for OTE. In the spirit of "excellence," I hope this would be a "bottoms-up" process, i.e., as much participation by OTE personnel as possible. What I would envision is each unit developing a list of goals that your unit would like to accomplish as far ahead as 1990 and 1991. We would then meet to discuss the implications of these goals for all of OTE. The purpose of this exercise would be to try to arrive at a fairly solid consensus about what we as an office hope to achieve in the next five years.

4. Second, I would like to try to develop a baseline estimate of expenditures for courses and programs for FY 1986. I would like each unit to submit a list of each course and the associated costs by subobject class (SOC). This would lead to a total cost for each course or program and to a total estimate of expenditures by each SOC. You should also include estimates for manpower expenditures and for classroom space. For those units who have expenditures not associated with courses, they should provide SOC estimates of expenditures. These bottom-line estimates will provide the basis for budget allocations for each unit.

5. I would also like for you to rank order each course and program within the division. The most important criteria for determining your rank order ought to be the relevancy of the program and the clearly articulated need by the consumer. Somehow or other we need to arrive at some consensus about what are our top priorities within OTE and what are our least

SUBJECT:   Planning and Budgets for FY 1986, 1987, and Five
           Years Out

important priorities.  I have hopes that we can look at the
bottom of the list and move to delete these from our curriculum.

    6.  I have asked for a Wang PC which will handle MULTIPLAN,
a business spread sheet.  If my assumption is right, this program
will permit us to ask "what if" questions.  For example, what if
we reduced our analyst training program by 20 percent.  What
would be the savings in terms of people, dollars, and space?

    7.  Third and finally, I would have you look at new
projects, courses, etc.  Please provide a list of courses which
are under development and develop budget initiatives using the
MBO format.  What is the objective; what are the milestones; and
include estimates by SOC of the associated costs and a statement
about the priority of this initiative.

    8.  This will be a big effort, but I think it is important
that we start to move on trying to get at this issue of priority
curriculum driving resource allocations.  I know this memo raises
all kinds of questions.  I thought we would address these at the
Curriculum Committee meeting on 25 July.

STAT

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